

# **FBI & STATE CRIMINAL BACKGROUND CHECK**

Both the FBI and (Ohio) BCI&I WebChecks/background checks are required for admission to the Wright State University – Lake Campus College of Nursing & Health. Copies will not be accepted from another agency such as your work, church, or school. Background check results must be received by the College of Nursing and Health before admission decisions can be made. They should be on file by the application deadline for the program.

**\*\*Be advised that it can take up to 30 business days for the results to be received, so plan to be fingerprinted at least 30 days prior to the required due date.\*\***

Incoming students who are under the age of 18 must be accompanied by a parent or guardian.

## **Background check procedure for Out of State Students:**

**State:** Students who live outside Ohio should provide the same type background check that their state requires for nurses. Students who live in one state and work in another must provide background checks from both states.

**Federal:** Call 740-845-2000 and request a fingerprint card for an Out of State FBI check. The card will be mailed to you. Follow the directions on the card for fingerprinting and mailing the card to the state of Ohio to be processed. (Results for both state and FBI must be sent directly from the background check agency to Wright State.)

The reason for the fingerprinting is: Nurse (RNs, LPNs, dialysis techs, students entering nursing education or dialysis) = **code 4723 09**.

FBI & BCI fingerprinting can be completed at the local sheriff's departments.

**For Mercer County:** 4835 State Route 29  
Celina, Ohio, 45822  
Phone: 419-586-5770  
Hours: M-F 8:30am-4:30pm – no appt. necessary  
Cost: \$60 (Cash, Check, or Money Order only)  
**\*\* Must bring valid driver's license or State issued ID\*\***

**For Auglaize County:** 1051 Dearbaugh Ave  
Wapakoneta, OH 45895  
Phone: (419) 739-6565  
Hours: M-W – MUST call for an appointment  
Cost: \$62 (Cash, Check, or Money Order only)  
**\*\* Must bring valid driver's license or State issued ID\*\***

Results must be sent to:

**Lynn Franck  
Wright State University Lake Campus  
182B Andrews Hall  
7600 Lake Campus Drive  
Celina, OH 45822**

Questions: Call: 419-586-0389 or Email: [lynn.franck@wright.edu](mailto:lynn.franck@wright.edu)